

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Pool Manager (seasonal) Revision Date: 02/14
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 50908

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises all pool staff, activities and participants.

III. Essential Duties:

- Promote assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Implement, monitor, staff and supervise assigned programs to ensure the success of the programs and the safety and enjoyment of those participating.
- Evaluate assigned programs to determine the level of success in achieving stated program needs, goals, and efficient service delivery.
- Assist in scheduling all aquatic programs and special events in the pool area.
- Ensure a healthy and safe environment in compliance with County Health regulations.
- Compile weekly and monthly statistics on all assigned activities and keep accurate program records.
- Develop and administer the pool risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
- Participate in hiring, training, promoting, disciplining and terminating of assigned employees.
- Make and review staff schedules and assignments to ensure adequate coverage for pool utilization, security, and program implementation.
- Conduct regular staff meetings.
- Verify and submit all assigned employee time cards.
- Monitor and analyze the assigned program budgets and assist in management of assigned line items.
- Prepare and submit all purchase requests to the Program & Aquatics Coordinator.
- Inventory all activity equipment and supplies.
- Assist with the investigation of complaints, questions and concerns related to assigned activities.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.
- Work as a team member to monitor and ensure patron and staff safety.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent required, one year of college preferred

Experience: Requires a minimum of three years' experience administering aquatic programs; two years' experience supervising aquatic personnel, or administering educational and recreational aquatics programs.

Certificates/Licenses: Requires current certification in American Red Cross CPR for the Professional rescuer and Lifeguard Training and Water Safety Instructor certificate. Must successfully complete oral, written and practical water exams.

Knowledge of: Principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport.

Analytical Ability: Follow written and verbal instructions. Supervise, schedule, prepare for, and respond to emergency situations.

VII. Working Conditions:

Physical Demands: Moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts. Moderate physical exertion is present because of stooping, bending, and kneeling. Physical ability to carry out a water rescue.

Work Environment: Frequent exposure to heat, sun and wet/humid conditions; moderate noise level; frequent work in coordinating and directing programs; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____